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Class Specifications
for the Class:

HEALTH FUND ASSISTANT IV

Duties Summary:

Provides staff assistance to the Administrator of the Hawaii Public Employees Health Fund, Office in the managerial and administrative functions of the office; supervises activities pertaining to eligibility determination of the Health Fund's employee benefit plan; and performs other duties as required.

Distinguishing Characteristics:

A position in this class serves as a staff assistant to the Administrator of the Hawaii Public Employees Health Fund Office by assisting in the managerial and administrative functions of the program which consists of various health and insurance programs for active and retired State and County employees and their dependents. The position also has immediate responsibility for planning and supervising employee benefit plan servicing and for the Electronic Data Processing (EDP) management information system for the Health Fund Office, and EDP records input, reports review and allied records processing.

Examples of Duties:

Participates in the evaluation, development and implementation of statutory and regulatory requirements, legislative proposals, and Board of Trustees directions; develops and maintains methods and procedures relative to employee benefit plan management, EDP information system, fiscal procedures and develops standards for and controls records maintenance; conducts special studies on current issues, legislative proposals and costs, and significant topics affecting the Health Fund's medical, dental and group life insurance benefit plans; resolves contested claims for benefit plan coverages and premium contributions; supervises the activities of the enrollment section in the counseling of personnel of State and County employing agencies, employees and retirees on the benefit plans and respective insurance coverages, and in the processing of enrollment and payroll deduction data and forms; oversees the operation of the EDP management information system; confers with personnel and fiscal management officials from State and County

agencies, insurance carriers, employee organizations and Social Security Administration regarding implementation of procedures and interpretations of rules, and regulations for enrollment, termination or cancellation; conducts statewide informational workshops and training sessions for State and County personnel and fiscal officers and employee-beneficiaries; independently plans, develops and supervises activities for the employee-beneficiaries program; administers the Health Fund's life insurance plan.

Knowledge and Abilities Required:

Knowledge of: Federal and State health insurance laws, rules and regulations; public administration; government organization and functions; EDP management information system; management principles; research methods and techniques; public relations.

Ability to: Interpret laws, rules, and regulations; apply management, cost analysis, research and promotional methods and techniques to the Health Fund program; plan, assign and direct the work of subordinates; effectively express ideas orally and in written form; elicit the cooperation of, and deal effectively with associates, committees, employee organizations, insurance carrier' representatives, community groups, Federal, State and County governmental agencies and legislative bodies.

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This is the first specification for the new class HEALTH FUND ASSISTANT IV.

DATE APPROVED: 6/26/79

/s/ Wayne Yamasaki
DONALD BOTELHO
Director of Personnel Services